

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1261      **TITLE:** MANAGEMENT ANALYST IV      **GRADE:** S-31

**DEFINITION:**

Under direction, this class serves as division manager directing and managing the professional work, resources (including budget and staff) and operations of all management support for multiple business areas within a large department such as training and development and communications, information management and citizen advisory boards, and customer services and purchasing; OR serves as the administrative division manager for a large County department over multiple areas such as personnel, budgeting and financial management, information technology, and contract administration and management; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Positions in the Management Analyst IV class are distinguished from positions in the Management Analyst III class in that the Management Analysts IV serve as division managers over multiple business areas within a large department OR administrative division managers for a large County department, whereas the Management Analyst III positions generally perform more complex and diverse work in a lead and/or supervisory capacity.

**ILLUSTRATIVE DUTIES:**

Supervises a group professionals engaged in diverse management support activities;  
Provides consultation on strategic planning, organizational development and redesign projects;  
Interfaces with central County staff departments, such as Department of Management and Budget, Department of Human Resources, Department of Finance, and Department of Purchasing and Supply Management for seamless collaboration;  
Directs and manages the professional staff and budget resources for all administrative functions of the department including budget, personnel, IT, contracts and purchasing, and special projects;  
Establishes program policy, develops and manages the budget for the program, and explores grant resources.  
Supervises professional support staff.  
Responds to inquiries from citizens;  
Directs the financial planning function of the department including revenue collection, product sales, budgetary preparation, financial forecasting, audit and capital improvement program activities;  
Directs and manages all aspects of support to a program by administering contracts in support of the program, including development of RFP's and contract monitoring/compliance;  
Directs department-wide functions such as staff development and training, information technology, and the development and management of citizen advisory boards;  
Serves as manager of multiple collection units including establishing standards, measures, and goals for units; developing programs to maximize collections; directing legal actions and coordinating with correctional offices; and monitoring and developing collection projections;  
Requests funding for staff development needs and provides recommendations on strategic priorities and implementation methods to meet federal, state, and local mandates;

Monitors grievance procedures and represents agency in court case preparation with Office of the County Attorney and Civil Service Commission;

Develops and administers the department-wide contract management policy, procedures and processes;

Directs and manages acquisition and allocation of resources and coordinates all operations with agencies/programs and corporate partners;

Serves as a representative on state, federal, regional and other initiatives;

Develops long- and short-term goals, objectives and solutions for contract management division;

Oversees development of new contract services and monitoring of existing contractual services;

Manages the implementation and continued operation of processes to ensure that information regarding County programs reaches the populations and entities intended to be its benefactors or targets;

Directs research and evaluation of trends in applicable areas of responsibility.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of the mission, goals, objectives, funding sources, organizational structure, workload, and staffing of the organizational unit or program to which incumbent is assigned;

Extensive knowledge of the principles, practices, and techniques relating to the functional area of business operation;

Extensive knowledge of statutory and regulatory requirements governing application of program funding, execution of program activities, and achievement of program outcomes;

Knowledge of the project management life cycle and its supporting phases;

Knowledge of the legislative and executive decision making processes;

Ability to identify and determine appropriate methods for gathering data;

Ability to identify organizational problems, evaluate possible solutions, and select and implement the most advantageous course of action;

Ability to determine appropriate technologies to facilitate conducting analytical and evaluative work;

Ability to implement greater effectiveness and efficiency through the introduction of existing or emerging technologies;

Ability to write detailed, accurate reports, grants, or solicitations for pertinent areas of administration;

Ability to make oral presentations to department management, other departments, or the public;

Ability to use word processing, spreadsheet, and presentation software;

Ability to supervise professional and paraprofessional employees including coaching, counseling, training, and evaluation.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in fields related to the assigned functional areas; PLUS

Five years of professional work experience within the assigned functional areas such as human resources, budgeting and financial management, and contract administration and business management.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Positions in this may be subject to criminal history records checks and/or credit checks as a condition of hire or continued employment.

REVISED: July 8, 2005  
REVISED: April 16, 2002